

Opening Date: June 8, 2016
Closing Date: Open Until Filled
Work Location: Austin, TX
Posting Number: 16-64
Monthly Salary: \$6,600 - \$6,900 Monthly
Group/Class: B26/1604
Travel %: 10%
Division/Department: WSI-Regional Water Planning & Development
Number of Positions: 1

JOB VACANCY NOTICE

Regional Water Planning & Development - Regional Team Manager (Manager V)

Internal Posting

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, via email
HR@twdb.texas.gov or via Work in Texas (www.workintexas.com).
Refer to Human Resources (512) 475-2142. Equal Opportunity
Employer*

Veteran's Preference

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 13A-Field Artillery, General, 01-General Command and Staff, 8U000-Unit Deployment Manager or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf.

Job Description Summary

Performs highly advanced (senior-level) managerial work as the Team Manager for one of six regional teams in the Division of Regional Water Planning and Development. Oversees a diverse team of staff members comprised of engineers, financial analysts, environmental reviewers, attorneys, planners and administrative support. Assists in managing day-to-day operations effectively for budget, performance measurement, regional water planning, and project management. Reports to the Director of Regional Water Planning and Development working under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Essential Job Functions

- Oversees and directs a cross-functional team to ensure the overall efficient management of planning and project development and project implementation activities within a specific region of the state.
- Provides advice and support to the Director of Regional Water Planning and Development on all matters related to the planning, development and implementation activities of the team.
- Ensures review of financial assistance applications, loan and grant closings, and all other milestones are completed and documented according to agency procedures and program requirement.
- Maintains a professional working relationship with team staff, the Director of Regional Water Planning and Development, other agency personnel, and customers.
- Ensures staff support for the regional water planning groups that fall within their region.
- Collaborates with the Deputy Executive Administrator and other Team Managers to review policies, procedures, guidelines, rules, and regulations, and establishes priorities, standards, and measures for meeting goals for the Regional Water Planning and Development Division.
- Serves as central point of contact within a regional area.
- Performs all other related duties as assigned.

Minimum Qualifications

- Graduation from accredited four-year college or university with a major in planning, finance, banking,

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 09/03/15



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

Job Vacancy Notice (cont.)

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engineering, business administration, public administration, environmental science, or a related field.

- Demonstrated three years (3) progressively responsible professional work experience managing projects and/or staff (including multi-disciplinary teams.)
- Experience and education may be substituted for one another on a year-for-year basis.

Preferred Qualifications

- Graduate degree from an accredited college or university with a major in planning, finance, banking, engineering, business administration, public administration, environmental science, or a related field.
- Four years of experience managing projects and/or supervising staff.
- Relevant professional certification/license.

Knowledge, Skills, and Abilities

- Knowledge of Texas political subdivision laws and administration.
- Knowledge of Texas water laws and administration.
- Knowledge of TWDB funding structure, purpose and implementation.
- Knowledge of federal grant application and management processes.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to interpret policies, procedures, and regulations.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to work with others in a team environment.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability to write and present complex financial and technical data.
- Ability to manage multi-disciplinary teams.
- Ability to assign and/or supervise the work of others
- Ability to manage multiple priorities in a deadline oriented environment.
- Ability to maintain high level effective working relationships with agency personnel, Board Members, consultants, and government officials.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.